

Revision Number	Revision Date	Chapter and Section impacted	Summary of Changes	Page Number(s)
Version 1.0	11.18.13		Base version	
Version 1.1	2.6.14	III.G.	Added Link for Federal Overtime	1
Version 1.2	5.6.14	I.A.	Added Payroll Calendars for 2015, 2016, 2017	1
Version 1.3	5.19.14	I.B.	Tax Tables (070114)	1
		I.C.	HRIS Pay Code Listing (with updated comments in State Personnel Restrictions),	various
		I.C.	HRIS Pay Code Listing (Summary Sheet with main pay codes used for Compensation Strategies).	1,2
		I.E.	HRIS Deduction Code Listing (NEW codes for Elected Officials Defined Contribution Retirement Plan: 7813, 7814, 7919, 7920, 7984, 7986, 7987, 7988).	3,4,5
		II.A.	Agency Payroll Resource Contact List (refresh)	1
		II.B.	Employee Resource Contact List (refresh)	1
		II.D.	State Agency Payroll Contacts (refresh)	various
		III.Q.	Paycheck Estimator (070114)(Includes new Tax Calc)	FY Rates
		III.Q.	Paycheck Estimator (010114)(Tax Calc Corrected: previously generated a negative deduction in federal tax withholding when no withholding was calculated based on exemptions claimed, but an additional withholding amount was entered)	1
		III.Q.	Paycheck Estimator (070113)(Tax Calc Corrected as above)	1
		VII.A.	Statewide Payroll Meeting – Agenda (14A)	All
		VII.A.	Statewide Payroll Meeting – Presentation (14P)	All
Version 2.0	1.1.15	All	Updated Various Broken WebLink References (after GAO Website Redesign).	All
		I.A.	Updated <b>Payroll Calendars</b> with new ADOA Logo, Added comments regarding payrolls with compressed preparation time.	2015, 2016, 2017
		I.B.	<b>Payroll Tax Tables and EREs – 010115</b> - Updated	1
		I.C.	<b><u>HRIS PAY CODE LISTING CHANGES:</u></b> <ul style="list-style-type: none"> <li>• <b><u>500: (Modified)</u></b> Added 'W2 Box 14 – AUTO'</li> <li>• <b><u>520: (Modified)</u></b> Added 'W2 Box 14 – IMPUT'</li> <li>• <b><u>672: (Modified)</u></b> Added 'W2 Box 12 – Code P'</li> <li>• <b><u>700: (Modified)</u></b> Added 'W2 Box 14 – UNACT'</li> <li>• <b><u>730: (Modified)</u></b> Removed pay code amounts</li> </ul>	various

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			<p>from eligible PSPRS Retirement wages (effective 6/30/14). Added System S comment: <i>'Agency plan required each Fiscal Year'</i></p> <ul style="list-style-type: none"> <li>● <b>745: (Modified)</b> Added System S comment: <i>'Agency plan required each Fiscal Year'</i></li> <li>● <b>745A: (Modified)</b> (STIPEND-RETENTION - \$50 WKLY) changed associated AFIS COBJ from 6035 (INCENTIVE PAY) to 6039 (OTHER EXCEPTION COMPENSATION). This makes it consistent with the AFIS assignment for all of the other Retention Stipend pay codes.</li> <li>● <b>788: (Added)</b> 'Merit Incentive (Discretionary)'. Added System S comment: <i>'Must combine pay codes 788, 789 to determine Merit Limits. Agency plan required each Fiscal Year'</i></li> <li>● <b>789: (Modified)</b> Added System S comment: <i>'Agency plan required each Fiscal Year'</i></li> <li>● <b>790: (Modified)</b> Added System S comment: <i>'Agency plan required each Fiscal Year'</i></li> <li>● <b>795: (Modified)</b> Repurposed to be used for the Health Impact Program Incentive Award</li> <li>● <b>924: (Modified)</b> Added 'W2 Box 14 –TXTRV'</li> <li>● <b>934: (Modified)</b> Added 'W2 Box 14 –TXTRV'</li> <li>● <b>944: (Modified)</b> Added 'W2 Box 14 –TXTRV'</li> <li>● <b>950: (Added)</b> Was already in HRIS, however, is now properly added to this listing.</li> </ul>	
		I.E.	<p><b><u>HRIS DEDUCTION CODE LISTING CHANGES:</u></b></p> <ul style="list-style-type: none"> <li>● Added a column for Deduction Class.</li> <li>● <b>7801-7982: (Modified)</b> Added comments/details regarding the applicable IRS code section and retirement plan type for the retirement-related plans. Also added applicable W2 Box 12 Code.</li> <li>● <b>7801: (Modified)</b> Modified name from 'TAX SHELTERED ANNUITY – EE' to 'TAX SHELTERED ANN 403B \$ - EE'</li> <li>● <b>7803: (Modified)</b> Modified name from 'DEFERRED COMPENSATION – EE' to 'DEFERRED COMPENSATION \$ - EE'</li> <li>● <b>7805: (Modified)</b> Modified name from 'DESIGNATED ROTH 457 – EE' to 'DESIGNATED ROTH 457B \$ - EE'</li> <li>● <b>7811: (Modified)</b> Modified name from 'SUP DEFINED CONTRI PLAN – EE' to 'SUPPLEMENTAL DC PLAN \$ - EE'</li> </ul>	various

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			<ul style="list-style-type: none"> <li>• <b>7812: (Added)</b> Added new deduction code 'SUPP DC PLAN MATCH 7815 % - ER'</li> <li>• <b>7815: (Added)</b> Added new deduction code 'DEFERRED COMPENSATION % - EE'</li> <li>• <b>7816: (Added)</b> Added new deduction code 'SUPP DC PLAN MATCH 7803 \$ - ER'</li> <li>• <b>7908: (Modified)</b> Modified name from 'RETIRE-EO&amp;J-ER' to 'RETIRE – EO&amp;J – ER'</li> <li>• <b>M027: (Added)</b> Added new deduction code 'BCBS OF ARIZONA - EPO - EE'</li> <li>• <b>M028: (Added)</b> Added new deduction code 'BCBS OF ARIZONA - EPO – ER'</li> <li>• <b>M029: (Added)</b> Added new deduction code 'BCBS OF ARIZONA - PPO – EE'</li> <li>• <b>M030: (Added)</b> Added new deduction code 'BCBS OF ARIZONA - PPO – ER'</li> <li>• <b>V003: (Added)</b> Added new deduction code 'AVESIS VISION - EE'</li> <li>• <b>V107: (Added)</b> Added new deduction code 'VISION POST TAX - LVL 4'</li> <li>• <b>V109: (Added)</b> Added new deduction code 'VISION POST TAX - LVL 5'</li> <li>• <b>7987: (Modified)</b> Modified name from 'RETIRE - EODCRS DISABILITY – EE' to 'EODCRS DISABILITY – EE'</li> <li>• <b>7988: (Modified)</b> Modified name from 'RETIRE - EODCRS DISABILITY – ER' to 'EODCRS DISABILITY – ER'</li> <li>• <b>L105: (Added)</b> Added new deduction code 'HARTFORD DEP LIFE - TXBLE – EE'</li> </ul>	
		II.A, II.B, II.D	<b>Agency Payroll Resource Contact List</b> (refresh) <b>Employee Resource Contact List</b> (refresh) <b>State Agency Payroll Contacts</b> (refresh)	various
		III.	Updated File Names to Standard Convention (removed _v1 at end) <b>Paycheck Estimator Tool for 010115</b> - Added	All
		IV.	Updated File Names to Convention (removed _v1)	All
		V.A.	<b>GAO-70A Overpayment Worksheet</b> – Updated	All
		V.C.	<b>A-4 - Arizona Withholding Election</b> – Updated <b>W-4 - Federal Withholding Certificate</b> – Updated	All
		VI.A.	Added link to IRS Fringe Benefit Guide (2014)	various

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2.1	2.13.15	III.	<b>Paycheck Estimator Tool 010115</b> Updated to include 2015 IRS Levy Tables (IRS Publication 1494).	ALL
		GAO-W-2	<b>Duplicate W-2 Request Form</b> Requires signed declaration from requestor that states a qualifying reason to receive W-2 document.	1
2.2	4.9.15	I.C.	<b><u>HRIS PAY CODE LISTING CHANGES:</u></b> <ul style="list-style-type: none"> <li>• <b>107: (Modified)</b> Modified name from 'TEMP EMP SALARY W/RET' to 'TEMP EMP SALARY'. Agencies will now use this paycode for all temporary employee salary and the HR11 retirement code setup will determine if the employee should have retirement contributions taken.</li> <li>• <b>107A: (Inactivated)</b> Agencies should now use only pay code 107 for temporary employee salary.</li> <li>• <b>774: (Added)</b> (STIPEND-DES-SUPVSR-CASELOAD%).</li> <li>• <b>774A: (Added)</b> (STIPEND-DE-SUPVSR-CASELOAD-ADJ).</li> <li>• <b>900: (Modified)</b> Comments updated to reflect usage by ADOT per the 'Unscheduled Critical Response Pay' Policy.</li> <li>• <b>846: (Modified)</b> Modified name from 'ASDB – TEMP EMP SALARY W/ RET' to 'ASDB - TEMPORARY EMP SALARY'. ASDB will now use this paycode for all temporary employee salary and the HR11 retirement code setup will determine if the employee should have retirement contributions taken.</li> <li>• <b>846A: (Inactivated)</b> ASDB should now use only pay code 846 for temporary employee salary.</li> </ul>	1  1 14 14 21 22 22
2.3	5.1.15	V.A.	<b><u>GAO-70A Overpayment Worksheet – Updated</u></b>	All
2.4	5.27.15	II.A. II.B. VII.A. VII.A.	Agency Payroll Resource Contact List (refresh) State Agency Payroll Contacts (refresh) Statewide Payroll Meeting – Agenda (15A) Statewide Payroll Meeting – Presentation (15P)	1 1 All All
2.5	5.29.15	I.B. III.Q.	Tax Tables (070115) Paycheck Estimator (070115)	1 ALL
2.6	7.1.15	V.A.	<ul style="list-style-type: none"> <li>• GAO-3P Payroll Authorization Form</li> <li>• GAO-60 Certification and Claim for Personal</li> </ul>	NEW  UPDATED

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			Services <ul style="list-style-type: none"><li>• GAO-86 Reportable Prizes and Awards</li><li>• GAO-88 Personal Use of State Vehicle</li><li>• GAO-ASRS 20-20 ASRS 20/20 Certification of Employer Intent</li></ul>	NEW  UPDATED  NEW